



Facility Name: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## STANDARD OPERATING PROCEDURE

### Food Safety Training Program

**Policy:** The restaurant will provide initial training in food safety, including food allergy awareness. Training will be on going to ensure that employees are aware of safe food handling and cleaning and sanitizing practices consistent with the restaurant's food safety program.

**Procedure:** The restaurant manager will:

1. Include basic food safety training (employee health and hygiene, temperature controls, and cleaning and sanitizing) as part of new employee orientation.
2. Provide staff with at least bi-annual training on food safety, including food allergy awareness and the restaurant's food safety plan, including SOPs. We recommend monthly in-service training.
3. Require all supervisory managers to be Certified Food Protection Managers (CFPM) by completing a food safety certification course approved by the Conference of Food Protection.
4. Provide all supervisory employees with the opportunity to take a food safety certification course.
5. Schedule a CFPM for each shift of operation.
6. Use outside resources, such as Extension specialists, vendors, health department inspectors, or qualified trainers to provide food safety training. Or identify credible online training resources.
7. Observe staff to see if they demonstrate food safety knowledge each day in the workplace.
8. Document the content of all training sessions, such as agenda or handouts, and attendance.
9. File documentation in HACCP records.